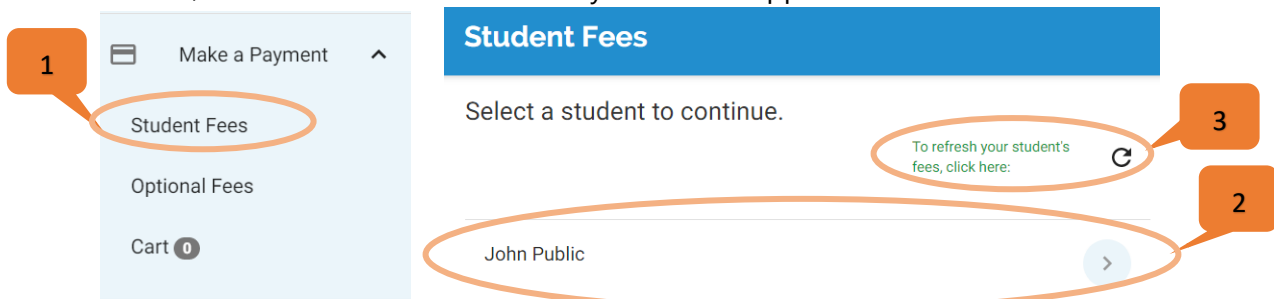# eSchool Fee Management

1. To pay for the courses online, go to the Skyward main menu and click the **Fee Management** tab, then **Make a Payment**. You may also go directly to the eFunds for Schools website (button link provided on eSchool Enrollment Information webpage). Payments must be made within 48 hours of enrollment or student will be dropped from class(es).

2. When you make a payment, you will be taken to the eFunds for Schools page for Shawnee Mission Public Schools. Log in, or you may need to create an account and set up your student with a SMSD student ID number. New students added to Skyward will be added to eFunds daily. New accounts may need to wait an additional 24 hours before adding students and making payment. A payment may also be made as a guest.

3. To create an account, click on Create an Account. Then you will need to add your student(s) with last name and student ID number. Click Manage Account, then Manage Students.
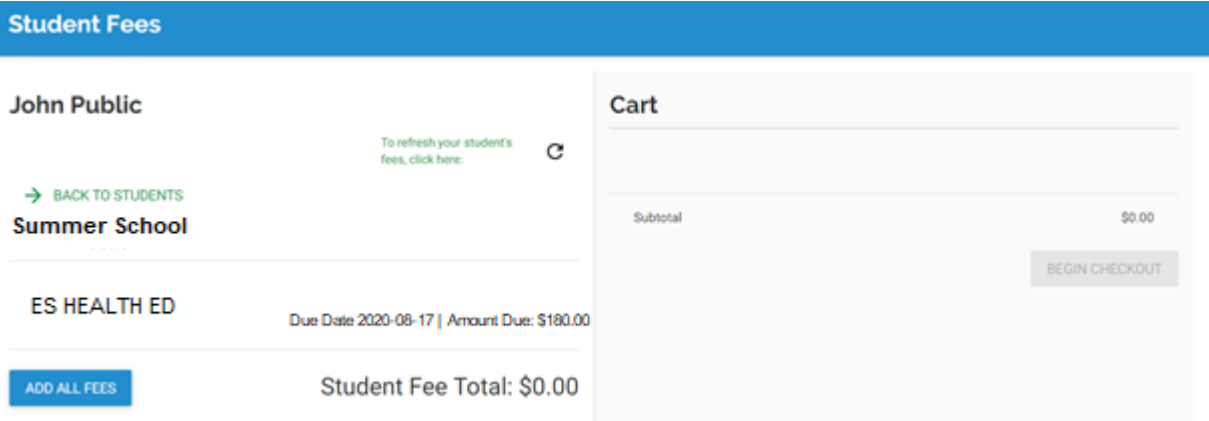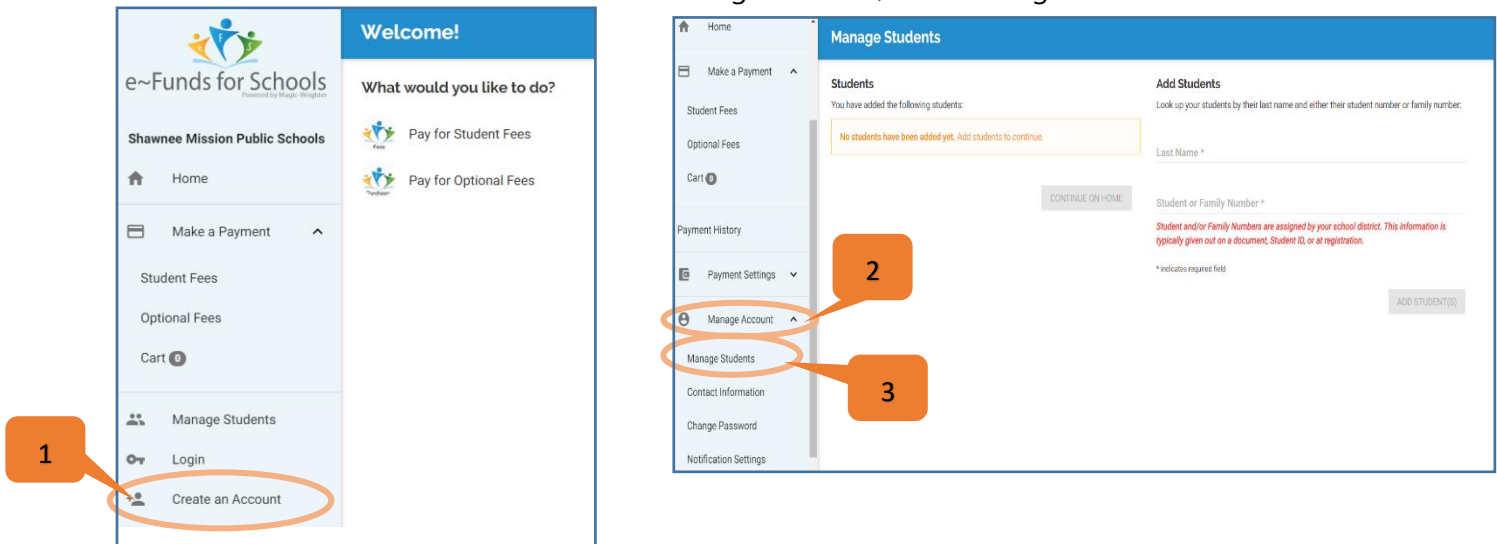

4. Under Make a Payment, click Student Fees. You should see your student(s) name(s) with an > arrow; click the arrow and you should see the fees and be able to add them to your cart. You may also need to find the green text at the top of the page, "To refresh your student's fees, click here", and click the round arrow for your fees to appear.

5. Then click Add All Fees to add them to your cart for each student. Once fees are in your cart, you may begin checkout by clicking Add All Fees.

6. For additional assistance with eFunds, click here:
    https://payments.efundsforschools.com/v3/Content/resources/efunds-for-schools-guide-18.06.pdf.